



HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application



AFFORDABLE RENTAL PROGRAM

For OCD DRU Use Only	Disaster (Gustav, Ike, or both)	Submission Date
		(mm/dd/yyyy)

Project Title

APPLICANT

Name of Applicant					
Applicant		Applicant President		E-mail Address	
Street or P. O. Box		City		Applicant	State LA
Telephone Number		Fax Number		DUNS Number	

CONTACT PERSON

Name/Title		Telephone Number		FAX Number	
Department/Organization		E-mail Address			
Street or P. O. Box		City	Applicant	State LA	ZIP Code

PROJECT ADMINISTRATOR (Consultant, Administrator, and/or Grant Writer)

Name/Title		Telephone Number		FAX Number	
Department/Organization		E-mail Address			
Street or P. O. Box		City	Applicant	State LA	ZIP Code

SUBMIT AN ORIGINAL AND TWO COPIES OF THE FORM TO:

Office of Community Development Disaster Recovery Unit
C/O Fay Ayers
150 Third Street, Suite 200
Baton Rouge, LA 70801



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AFFORDABLE RENTAL PROGRAM

SECTION I: PURPOSE FOR AFFORDABLE RENTAL PROGRAM

The purpose of the Affordable Rental Program is to provide assistance to eligible applicants to restore and create new affordable units, particularly for persons of low and moderate income. This program is funded through the State via the Community Development Block Grant program of the U.S. Department of Housing and Urban Development (HUD). The program is targeted to all eligible applicants, municipalities, non-profit and for-profit organizations. For any application to be considered for funding, the applicant must comply with the requirements of this program description as well as federal regulations and state requirements and submit and complete an acceptable application.

SECTION II: DETAILED PROJECT DESCRIPTION

Provide a detailed narrative of the proposed project and identify the results that will be achieved through the completion of the project. Narrative must include the following:

- Types of assistance to be provided and number of anticipated applicants broken down by income range (0-30% AMI, 31-60% AMI, and 61-80% AMI)
- Program guidelines and outreach/marketing efforts
- Insurance verification process
- Income verification process and methods to ensure that at least 50% of funding is provided to LMI applicants
- Method of establishing ownership and occupancy at the time of the storm
- General provisions to be included in 5 year Forgivable Deferred Loan Note and Mortgage monitoring strategy

SECTION III: PROJECT SUMMARY

Please provide a detailed narrative of the proposed project and identify the results that will be achieved through the completion of this application. Narrative must include the following:

- Number of units to be produced or rehabilitated
- Size of units to be produced (new construction or demo/rebuild only)
- Anticipated cost of units
- Anticipated sale price of units (new construction or acquisition/rehab only)
- Appraised value or after-rehabilitation value of assisted units
- Use of CDBG funds (construction financing, permanent financing, etc.)
- Targeted populations for assistance (i.e., elderly, disabled, minority, etc.)
- Affordability of units to assisted households
 - ✓ Amount of subsidy to be provided
 - ✓ Structure of other funds (grant, loan, deferred, etc.)

► *If any element of the project description is not in compliance with CDBG program Guidelines, the application will be deemed ineligible for funding.*



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SECTION IV: GENERAL PROJECT INFORMATION

Official Project Name: _____

Project Type/Activity:

- ☐ New Construction of Rental Housing Units
- ☐ Acquisition and Rehabilitation of Rental Housing Units
- ☐ Conversion of Non-Residential Buildings to Residential Rental Units
- ☐ Rehabilitation of Rental Housing Units
- ☐ Any combinations of the above

Project Site:

- ☐ Identified single site(s) (subdivision development or neighborhood revitalization)
- ☐ Identified scattered sites
- ☐ Unidentified scattered sites

Project Beneficiaries:

Number of persons served by project _____
Number of families served by project _____
% LMI persons of proposed project _____
% LMI families of the proposed project _____
Units designated as Special Needs household ____

Site Address[es] (if identified sites are selected above): _____

(If not site specific, list project service area, including Applicants): _____

Congressional District(s): _____ Census Tract(s): _____



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SECTION V: PROJECT FUNDING SUMMARY

1. Identify the total CDBG project cost for the proposed project.

CDBG Funds	Amount
Project Funds Requested	\$ _____
Administrative Funds	\$ _____
Total Request	\$ _____

2. Identify all other non-CDBG financial sources for the proposed project. (“Committed” sources **must** have a current commitment letter noting the dollar amount; **not required** for permanent take-out financing)

	To be requested Pending/ Committed	Amount
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Total other non-CDBG financial sources		\$ _____

1. Identify all Support Services (non-cash) for the proposed project. (Supporting documentation **must be included** to show how value is calculated)

	To be requested Pending/ Committed	Dollar Value
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Source:		\$ _____
Total Value of Support Services		\$ _____

TOTAL PROJECT COSTS (1 + 2 + 3)

\$ _____



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SECTION VI: PERFORMANCE MEASUREMENT

1. Does the applicant have any open CDBG-funded projects?

☐ Yes

☐ No

If yes, attach plan for committing and expending funds by the required deadlines.

2. Indicate the number of households to be served in the specific categories identified below.

Income Range	0-30% AMI	31-60% AMI	61-80% AMI
Total Units			

3. **Energy Star**

Of the units proposed, how many will have the minimum required Energy Star features for the type of project proposed? _____

New construction and reconstruction projects:

If incorporating Energy Star, identify the Energy Star features below:

- ☐ Inclusion of Energy Star rated heating and cooling products. Homes equipped with heat pumps which have programmable thermostats shall be required to use “adaptive recovery” technology in order to prevent excessive use of electric back-up heating.
- ☐ All windows Energy Star qualified for Louisiana’s climate zone.
- ☐ All Energy Star qualified ceiling fans, light fixtures and ventilation fans.
- ☐ Three or more of the following Energy Star qualified appliances: dehumidifier, dishwasher, refrigerator or range hood.

4. **Ready to Proceed**

a. Does the applicant have an existing waiting list? ☐ Yes ☐ No

1) If yes, how many people are on the waiting list to receive assistance for the activity proposed in this project? _____

2) How many of the households identified in answer (a) above have been deemed income-eligible



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based on verifications? ____

3) How many of the households identified in answer (a) above are credit-worthy and qualified to participate in this program? ____

b. Does the applicant have an established homeownership/maintenance counseling program or have a third-party contract to provide this counseling? ☐ Yes ☐ No

If yes, how many households have completed the program in the last 24 months? ____

c. Has the applicant completed work write-ups on all units to receive rehabilitation assistance?
☐ Yes ☐ No ☐ N/A

If yes, attach work write-ups.

If no, please indicate when work write-ups will be completed: ____

SECTION VII: DEVELOPMENT TEAM

Members of the applicant's team:

☐ Have not participated as an owner or manager in the development or operation of a project that has defaulted on a State's or other government or private sector loan in the previous five years;

☐ Have consistently provided documentation required by the State in connection with other loan applications or the management and operation of other existing developments

☐ Has not been involuntarily removed within the previous five (5) years as a general partner or managing member from any affordable housing project whether or not financed or subsidized by the programs of the State.

☐ Does not have a current limited denial of participation from the U.S. Department of Housing and Urban Development (HUD);

☐ Has not been debarred, suspended or voluntarily excluded from participation in any Federal or State program; or

☐ Has not been directly involved with any project placed on the State's defaulted loans watch list due to actions which, in the opinion of the State, are attributable to the sponsor or the development team.



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SECTION VIII: CAPACITY

Describe the housing experience of the staff or firm assigned to this project. Include the name of key personnel assigned to the project, their title, years of housing experience, and type of housing experience.

Capacity of Administrator/Applicant

1. Describe the housing experience of the housing development team and the staff assigned to this project in relation to the activity proposed.

Development Team Member Name (include Project Administrator and/or Consultant)	Title	No. Years of Housing Development Experience	Type(s) of Experience (i.e., loan packaging, credit counseling, construction management, etc. – be specific)

2. Which of the above-named development team members is the primary person responsible for the day-to-day administration of this project? _____
3. Do the members of the development team have previous experience administering a project of similar size, scope and design to the project proposed in this application?
☐ Yes ☐ No

If yes, please describe, including the name and/or number of the project(s), year completed and the team member's role in the development:



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SECTION IX: PROGRAM BUDGET/NATIONAL OBJECTIVE

1. Please provide a brief narrative regarding the breakdown of the project budget and complete the project funding summary below.

2. Project Funding Summary

Please provide a cost breakdown for each project activity:

Project Budget		Percentage of Total Project Cost
Project Activity	Amount	
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total Request	\$	%



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3. National Objective Identification

Please indicate the CDBG National Objective for each program activity below:

National Objective			
CDBG Project Activity:	CDBG Regulatory Citation:	National Objective:	Amount/Percent of Total Project Cost
			\$ %
			\$ %
			\$ %
			\$ %

SECTION X: TARGETING PLAN (Refer to Policy 2.5.2 for detailed Instructions)

Describe Supportive Services, Workforce Housing and Additional Affordability Units in project plan:



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SECTION XI: TIMELINE

Please provide a brief narrative regarding the program milestones and when they will be accomplished below.



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SECTION XII: DUPLICATION OF BENEFITS

Sub-grantees and/or beneficiaries must provide documentation of any funds received from other sources which were applied toward the total costs of the project funded by these disaster recovery funds. Applicants shall demonstrate that no other federal, state, local or private funds are available at this time to address the disaster recovery needs and that the local government is not being reimbursed for the activities by another source (e.g., FEMA). The funds available hereunder shall not be used to supplant any other funding.



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SECTION XIII: PROCUREMENT PROCEDURES

The Applicant must adhere to all procurement procedures; please provide a narrative regarding

- The applicant's procedures and any challenges they anticipate might occur during the procurement of contractors in the area.
- What type contractors will be procured (HQS Inspector, Title closing company, environmental company, ECT)?
- Briefly describe the contracting process to include the recruitment of reputable contractors, bidding procedures, insurance and inspection requirements.
- Will the recruitment process include outreach efforts to Woman Owned Businesses (WBE) and/or Minority Owned Businesses (MBE)?



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SECTION XIV: FAIR HOUSING

In accordance with the fair housing laws, housing programs funded or assisted with federal funds such as under the Community Development Block Grant (CDBG) program must be administered in a manner that will affirmatively further fair housing. During the course of this project how will the applicant promote fair housing choices and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. Department of HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide?



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SECTION XV: URA REQUIREMENTS

It is important that Grantees understand the URA requirements (see URA information provided) when the property to be purchased/rehabbed is currently occupied by tenant. Please provide detailed narratives for the following questions:

- Identify if a property falls under the URA requirements.
- If subject property does falls under URA; what process will the Grantee use to notify the residence?
- How the Grantee will document the relocation of the tenants?
- How the Grantee will account for cost and benefits paid as a result of the relocation?
- URA waiver to be signed.



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SECTION XVI: MONITORING AND COMPLIANCE

Please provide a narrative regarding the following

- How will the applicant design a monitoring and compliance plan?
- What areas of the program will be monitored for compliance?
- What will be the frequency of the monitoring and reporting?



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SECTION XVII: CITIZEN PARTICIPATION

1. Citizen Participation

At least one public hearing must be held per HUD requirements prior to the submission a housing application.

- a. Notice of first public hearing (must be 5 to 21 days prior to the hearing).

Date of advertisement

Date of hearing

- b. Describe the methods used to solicit participation of low and moderate income persons.

- c. Describe any adverse comments/complaints received and describe resolution.

- d. Attach to the form:

- 1) Tear sheet of all public notices
- 2) Signed Minutes of the public hearings including lists of signatures from attendees.
- 3) Copy of response(s) to comments and/or complaint.



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SECTION XVIII: ENVIRONMENTAL REVIEW/LEAD BASED PAINT/ASBESTOS CLEARANCE

Please provide detailed narratives for the following questions related to environmental review and lead based paint.

1. Each responsible entity must prepare and maintain a written record of the environmental review undertaken for each project in accordance with 24 CFR Part 58. Briefly describe the Applicant capacity to complete an environmental review for the proposed project and address any potential impacts to historic properties.
2. All units in a project assisted with CDBG funds must comply with 24 CFR Part 35 which implements Title X of the Housing and Community Development Act of 1992, also referred to as the Lead Safe Housing Rule (LSHR). The applicability of the requirements depends upon the level and type of assistance provided. How will the Applicant ensure that LSHR requirements are met?
3. If any environmental issues arise from the required inspections how will the Applicant provide: abatement documentation, abatement plans, and progress reports/inspections to correct the issue(s)



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SECTION XIX REQUIRED DOCUMENTATION

Applicants will apply for funds utilizing the process as directed by the State and defined in the State of Louisiana Action Plan for the Utilization of CDBG funds in Response to Hurricanes Gustav and Ike. For purposes of the application, the following documents must be attached. (Subsequent documents will be required according to HUD/CDBG requirements for implementation, approval of project applications, and the drawdown of funds).

1. Application Form
2. Signed Statement of Assurances
3. Updated HUD 2880 Form
4. A copy of the resolution authorizing the Application Form by the Applicant governing body.
5. Copy of all Citizen Participation documents as noted in Section IV of this Application Form.
6. Letter of support by the local governing Applicant and/or municipality.

Note – This report must be updated and submitted to OCD DRU if there are any substantial changes in the information contained in the report. Such changes may include revised funding uses, sources or amounts.

To the best of my knowledge and belief, information in the Application Form is true and correct. Applicant also agrees to comply with requirements of 24 CFR Part 58.

I am aware that the proposed project activity may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

Authorized Signature

Typed Name and Title

Date